

Comparisons of Job Characteristics

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

[Compare Knowledge](#)

[Compare Skills](#)

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[Compare Tools and Technologies](#)

| | |
|----|--|
| << | Focus occupation element is much lower |
| < | Focus occupation element is lower |
| 0 | Focus occupation element is at a similar level |
| > | Focus occupation element is at a higher level |
| >> | Focus occupation element is at a much higher level |

Knowledge

Similarity of Focus Occupation to Associated Occupation: 97

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

| Associated Occupation's Key Knowledge Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation |
|--|---------------------------------|--------------------------------|---------------------------|---|
| Clerical | 7.3 | 21.6 | 20.7 | 0 Current knowledge level may be sufficient |
| English Language | 11.2 | 11.7 | 13.5 | > Current knowledge level is likely sufficient |
| Customer and Personal Service | 11.3 | 11.5 | 15.7 | >> Current knowledge level is likely more than sufficient |
| Administration and Management | 8.4 | 8.8 | 8.5 | 0 Current knowledge level may be sufficient |
| Computers and Electronics | 8.4 | 8.8 | 12.5 | >> Current knowledge level is likely more than sufficient |
| Personnel and Human Resources | 5.6 | 6.4 | 6.8 | 0 Current knowledge level may be sufficient |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

| Associated Occupation's Key Skills Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation |
|---|---------------------------------|--------------------------------|---------------------------|---|
| Active Listening | 11.0 | 13.6 | 13.6 | 0 Current skill level may be sufficient |
| Reading Comprehension | 10.7 | 13.3 | 12.3 | 0 Current skill level may be sufficient |
| Service Orientation | 7.9 | 12.5 | 12.2 | 0 Current skill level may be sufficient |
| Time Management | 8.9 | 10.6 | 12.7 | > Skill level is likely sufficient |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

| Abilities | | Similarity of Focus Occupation to Associated Occupation: 90 | | | |
|--|--|--|----------------------------------|---------------------------------------|---|
| Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) | | | | | |
| Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) | | | | | |
| Associated Occupation's Key Abilities Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation | |
| Oral Comprehension | 12.5 | 13.9 | 15.0 | 0 | Current ability level may be sufficient |
| Oral Expression | 12.4 | 13.5 | 14.1 | 0 | Current ability level may be sufficient |
| Written Comprehension | 11.0 | 13.4 | 13.1 | 0 | Current ability level may be sufficient |
| Near Vision | 11.1 | 13.1 | 12.5 | 0 | Current ability level may be sufficient |
| Speech Recognition | 9.9 | 12.8 | 13.3 | 0 | Current ability level may be sufficient |
| Written Expression | 9.8 | 12.2 | 12.2 | 0 | Current ability level may be sufficient |
| Speech Clarity | 10.2 | 11.5 | 11.2 | 0 | Current ability level may be sufficient |
| Information Ordering | 9.9 | 10.3 | 12.3 | > | Current ability level is likely sufficient |
| Memorization | 5.6 | 7.5 | 6.1 | < | Some improvement in abilities may be required |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

| Activities that Both Occupations Have in Common | | Similarity of Focus Occupation to Associated Occupation: 74 |
|--|--------------------------------|--|
| Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) | | |
| Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) | | |
| Work Activities | Exclusivity of Activity | |
| Arrange teleconference calls | 78 | |
| Maintain records, reports, or files | 5 | |
| Schedule meetings or appointments | 68 | |
| Schedule or contract meeting facilities | 80 | |
| Use computers to enter, access or retrieve data | 3 | |
| Use oral or written communication techniques | 1 | |
| Use word processing or desktop publishing software | 17 | |
| Write business correspondence | 58 | |

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 95

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

| Tools and Technologies | Exclusivity |
|--|-------------|
| Calculating machines and accessories | 3 |
| Cameras | 2 |
| Computer data input devices | 2 |
| Computers | 1 |
| Content authoring and editing software | 1 |
| Content management software | 6 |
| Data management and query software | 1 |
| Duplicating machines | 6 |
| Finance accounting and enterprise resource planning ERP software | 2 |
| Information exchange software | 1 |
| Network applications software | 1 |
| Personal communication devices | 2 |
| Typing machines and accessories | 25 |

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.